

CONFIDENTIAL

29 October 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 29 October 1976

1. Co-op Visit: The Co-op Coordinator visited the Speed School of Engineering at the University of Louisville on 25 and 26 October. He was accompanied by Mr. [REDACTED] of DDS&T/OEL. Eighteen students were interviewed and ten were tentatively selected for our Co-op Program.

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2. Recruitment Relationships: Mr. [REDACTED] Chief, Recruitment Division, visited the [REDACTED] during the period 18-20 October. With Mr. [REDACTED] our [REDACTED] recruiter, he visited the campuses of UCLA and the University of Southern California. At UCLA arrangements for off-campus recruitment were made with the Dean of Placement, Mr. Charles Sundberg. Dean Sundberg also agreed to placing recruitment advertising in campus publications which would invite prospects to be interviewed off campus. At the University of Southern California, both recruiters met with Dr. Ross Berkes, Chairman Emeritus of the School of National Relations. Dr. Berkes is a genuine friend of the Agency and has come to know some of our people through attendance at the National War College and in the course of setting up a foreign study program for USC [REDACTED]. The recruiters also met with the Placement Director of USC, Mr. Carl Herringer, who has agreed to placement of advertisements in the campus newspaper. He was apprised of the disciplines we are seeking in FY 1977 and has assured the Agency of total cooperation in its recruitment endeavors.

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3. Voluntary Investment Plan: On 22 October a VIP check was made out to reimburse the Agency for VIP administrative costs. This was a check for \$13,991.76 and covered administrative costs for the period 20 June through 30 September 1976.

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4. Detail to IC Staff: The Intelligence Community Staff has requested that Military Personnel Branch take necessary action to initiate applicant processing on [redacted] He will replace and perform duty as

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5. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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6. DDCI Chart Book: Mr. [redacted] Office of the Comptroller, has been provided with statistical charts which he had asked Statistical Reporting Branch to update for Mr. Knoche's chart book. The charts dealt with professional personnel and their education, language capabilities, Agency service, sex and age; Agency strength by race and employment category; and Agency strength by race and grade.

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7. Skills Session: A Skills Session was held on 28 October in Room GA-13, Headquarters, on the subject of "Special Employment Programs." The session was well attended.

8. Health Benefits Program: Draft Headquarters and Field Notices announcing the Open Season for enrollment or changes in enrollment in the Federal Employees' Health Benefits Program have been delivered to Regulations Control Branch. Also, the proof of the 1977 Association Benefit Plan brochure, as approved by the U.S. Civil Service Commission, has been returned to Printing Services Division. The Open Season will be from 15 November to 30 November 1976.

Coming Events:

1. We will complete our review of milestones of the OP FY 1977 objectives.
2. We plan to complete the report concerning FY 1976 DDA-level objectives, which is due to DD/A on 1 November.
3. We will begin organizing our approach to the review of the Personnel Series Headquarters Regulations.

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4. Arrangements have been made through DDI EEO Officer, Mrs. [] for two DDI representatives to accompany recruiters to a Minority Career Day at the University of Michigan on 3 and 4 November. This university has a large enrollment of Blacks at the undergraduate and graduate level and its enrollment of Black engineers is also significant and continually growing as a result of their tandem program with Tuskegee Institute.

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F. W. M. Janney

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